

DD/A Registry  
76-3925

26 JUL 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Providing Services for the Intelligence Community Staff

1. This is in response to your request for a listing of services which could be provided by Office of Personnel to the Intelligence Community Staff when it is established as a separate agency. As an independent organization, ICS will be required to routinely perform a number of basic personnel administration and management functions and establish internal policies, procedures and programs for their effective implementation. While the Agency may continue to provide certain advisory, consultative, and in some few instances supportive assistance, ICS must anticipate allocation of sufficient personnel resources and organizational structure to adequately service the basic personnel functions. Attachment I is a list of the functions which constitute an independent personnel program or system.

2. As noted above, the various OP offices can provide advice and guidance for the performance of the listed functions. In only a few instances do we see areas where it would be feasible or legal to provide substantive assistance. A second list, Attachment II, has been prepared which itemizes functions where such support would be more than limited advisory and, could, we believe, require additional positions. Also noted in a third list, Attachment III, are functions which would not appropriately be provided by CIA to an independent agency, but would be required during the transition year and which, in turn, would require additional personnel. The services provided by OP are not ordinarily subject to monetary payments such as reimbursement; the service of individuals requires reimbursement in kind, hence our requirements for supplement are for positions.

STATINTL

3. The comments herein are directed to a ICS complement [REDACTED] The final size of the new agency, its "excepted" or "competitive" status, the makeup of the personnel complement (e.g. the number who are employees of the new agency and the percentage of detailees, including active duty military personnel) would have an affect on the type and amount of service which could or would be provided by CIA.

4. While not a service provided to the ICS in the sense of your request, the matter of detailees from the Agency to ICS is expected to impact heavily on OP. The current practice in CIA for details to other Government agencies is for clericals to be administered by SPD and professionals by their parent component. We recommend in this case, where ICS is at least initially expected to have a large CIA detailee group, the administration be centralized in SPD for all detailees. Whatever the decision, if the details exceed 25, SPD would require an additional employee for their continuing administration.

5. This review of the level and nature of the requirements for Office of Personnel services makes it evident that the prospective support staff of the ICS would benefit from a coordinated approach to establishing the administrative structure of the new Agency. We recommend consideration be given to creating a working Task Force to assist the new staff in making the judgments and decisions necessary for the development of policies and the establishment of the procedures required for the effective operation of the support functions.

6. In sum, the Office of Personnel can provide advisory services to an ICS personnel staff without undue problem. Any substantive assistance, however, over a period of time would require additional personnel. The legal ramifications of providing certain services and the status of the new agency will, of course, determine the level of the substantive services CIA can provide in the personnel field. The type and level of the substantive services required will, in turn, determine the number and the level of the positions required by OP to provide the designated services.

  
F. W. M. Jamney ✓

STATINTL

Atts.

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Providing Services for the Intelligence Community Staff

FROM:

Director of Personnel  
5 E 58, Hqs.

EXTENSION

NO.

DATE

26 JUL 1976

STATOTHR

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Administration

2. 7 D 26, Hqs.

3. 26 JUL 1976

4. ADDA *per*

5. *DDA*

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

*Personnel list  
of what they can do  
to provide services for  
IC Staff.*

*26 JUL 76*

Attachment I

Basic Personnel-Related Functions Which Will Have To Be  
Performed By ICS As An Independent Agency

(1) Applicant related functions (Prof-tech-clerical

Application forms  
Referrals  
Screening/Interviewing  
Files  
Correspondence  
Clearances  
Testing  
Travel

(2) Employee Administration

Affirmative Action Programs (EEO, Handicapped)  
Appointment Actions  
Casualty Assistance  
Civil Service Retirement Processing  
Combined Federal Campaign  
Consultants  
Contract Employees

# ADMINISTRATIVE - INTERNAL USE ONLY

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- Detailees (Civilian-Military)
  - Administrative Agreements
  - Liaison/Negotiation with Other Agencies
  - Status Reports
  - Executive Order 11905
- Dual Compensation Briefing - Retired Military
- EEO Counseling
- Employee Counseling
- Employee Emergencies
  - Contact/Location/Telephone Information
- Employment Applications
- Employment Advertising
  - Internal/External
- Employment Verification
  - Credit Verification
  - Leave Status
  - Record Checks Between Agencies (SF-75)
  - Service Record Card (SF-7)
  - Privacy Act Accountings and Disclosures

- EOD Orientation (Prof-Clerical)
- Exit Interviews (Prof-Clerical)
- Exit Processing

- Fair Labor Standards Act
- Federal Employee's Compensation
- FEGLI
- Fitness Reports ( Agency and other Agency formats and schedules)
  - Call-up
  - Conformance

- Handicapped Employees Program
- Hatch Act
  - Political Activities
- Honor and Merit Awards
- Household Effects/POV
  - Shipment

- Insurance Coverage (Hospitalization-Life-Other)
  - Claims
  - Premiums
  - ID's
- Leave (Sick-Annual-LWOP)
- Length of Service Awards
- Longevity Computation Dates

- Mail Room
- Marriage to Aliens

- Non-Standard Work Schedules

NSCA

Official Personnel Files

Control and Loan

Ordering (Internal and External)

Active

Terminated

Passposts (Visa Requirements)

Pay Rates

Personnel Actions (Staff-Contract)

Preparation (Reassign., WGI, LGI, QSI, SEP)

Approvals

Recording

Distribution

Placement (Prof-Clerical)

Recruitment

Salary Retension

Savings Bond

Separation Compensation

Service Computation Dates

SPS Schedules

Step Increase Withholding

Suggestion Awards

Evaluation

Summer Only Program

Suspensions (Security Violations)

Terminations

Transcripts of Service

Travel (Prof-Clerical)

Advances

Reimbursements

Invitee

Arrangements (U.S. - Foreign)

Insurance

Orders

Troubled Employees

Alcoholism/Drug Abuse

Wage Administration

(3) Personnel Management

Personnel Development

Position Management

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Position Classification  
Ranking Assignment, Promotion Board/Panel Structure  
Internal personnel management evaluation  
Supergrade Administration and Management

(4) Other

Internal Regulations, Notices  
Records Administration  
    Controls  
    Maintenance  
    Disposal  
    Storage  
Reports (Internal and External)  
    Statistical  
    Status  
    Recurring  
    Special  
Forms Development

# POSSIBLE CONTINUING FUNCTIONS SUPPORTED BY CIA

[illegible]



	Advisory Svc./No Reimbursement	Reimburse- ment	Position
<u>Insurance</u>			
(1) Federal Program ICS as an independent agency would be required by law to designate an officer to administer the Federal Insurance programs-- FEGLI, FEHBP. BSD can provide information and assistance only.	X		
(2) Non-Statutory Insurance Program (GEHA) By-laws currently restrict membership to CIA employees. If it is desired to provide continued coverage to transferees or to offer this program to new ICS employees, GEHA Board action is required, including change in by-laws. If approved, do not believe additional personnel would be required.	X		
<u>PMCD</u>  Could provide substantive assistance in development and implementation of a position management and classification program.	X		GS-13
If services would be limited advisory or consultative assistance such as performed with other government agencies, the workload would not be excessive.			
<u>Staff Personnel Division</u>  If the administration of details to ICS is centered in SPD and the number of details exceed 25, assistance would be required.			GS-9

TRANSITION SERVICES

The normal personnel services now provided to ICS would continue through the transition period without reimbursement or additional position requirements. However, we believe additional positions may well be needed if OP is asked to provide extensive assistance, and advisory or substantive services in the establishment of a personnel system for ICS.

Following is a list of functions which we see as requiring a high level of contribution from OP in establishing the ICS personnel system and requiring additional personnel.

Military Personnel Branch

Position Required

Increased requests for assignment of military personnel will severely impact on MPB which is already operating on an exceptionally lean complement.

GS-09

Position Management and Compensation Division

As noted in Attachment II, any substantive assistance in establishing a staffing complement will require an additional officer for PMCD.

GS-13

(See Attachment II for related Comment)

General Support in OP Matters

Provide guidance and assistance in preparation of regulatory issuances, computer programs for personnel records, general administrative and processing procedures, et al.

GS-14